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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

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DATE: 5 October 1960

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #40

1. [REDACTED]

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Shipment of OTR training materials to [REDACTED] pursuant to [REDACTED] request, was completed on 3 October 1960. Materials were furnished by CH/OS/[REDACTED] AT/LAS/TR, and SIC/TR. [REDACTED] has expressed his thanks for the support thus received.

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2. EA-DD/S

[REDACTED] has been acting EA for [REDACTED] for the past two weeks. [REDACTED] on 10 October. [REDACTED] will then be attending the management seminar [REDACTED]

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3. IG - Survey

Copies of the "Inspector General's Survey of the CIA Training Program, August 1960" have been distributed as follows:

a. DTR copy to C/PPS as "control" copy; read in PPS by [REDACTED] C/AES, on 4 October.

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b. Two copies to C/OS/TR on 3 October. for OS and for [REDACTED]

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c. One copy to C/JOTP on 3 October; discussion to follow.

d. One copy to [REDACTED] LAS/TR on 4 October, for comment and return.

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e. Still to receive copy for comment: C/IS, Registrar, C/SIC.

According to [REDACTED] A/EA-DD/S, Col. White expects to receive only short comments on specific items from each Office as these items affect that office. It may be necessary to follow up on or augment the short comments with a fuller, essay-type discussion of some of the points, such as those relating to DDI training, mid-career and senior officer training, etc.

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4. EDUCATIONAL SPECIALIST

[redacted] on 4, 5, and 6 October as part
of the follow-up on ITC #44, conducted 23-27 May [redacted]

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On 3 October [redacted] Items
of concern were as follows: [redacted] was requested to plan for and
conduct an instructor workshop on 26 October on the general sub-
ject of course and lesson planning. Personnel expected to attend
were [redacted] all from Headquarters,
Operations School. If additional time is needed, 27 or 28 October
would be available. This workshop will be concerned primarily
with some of the instructional elements in planning a new course
or revising an old one. The second item was with respect to brief-
ing new instructor personnel to Operations School. [redacted]
has already been briefed and [redacted] will be briefed at
[redacted] 14 October. If [redacted] is available [redacted]
on 14 October, he will also be briefed.

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5. PERSONNEL

[redacted] reported to PPS/TR on Monday, 3 October.
She replaces [redacted], who was transferred to a
position at Fort Holabird, only twenty minutes from her home
in Glen Burnie.

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